



Zone Change

([Land Use Application](#) also required)

Public Hearing

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) set of 11"x17" reductions are also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

Drawings shall be folded; *rolled drawings will not be accepted.*

Each of following applicable requirements (unless waived by staff) shall be submitted:

- ☐ 1. [Land Use Application](#) form
- ☐ 2. Application Fee (check or cash)
- ☐ 3. Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Property Tax Division (See Page 4 of the [Land Use Application](#) Form)
- ☐ 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- ☐ 5. One typewritten narrative shall be submitted and it shall also be provided on a CD/flash drive in an editable word processing format.
- ☐ 6. Legal description/survey of subject property to be amended.
- ☐ 7. All other information as determined by City Staff

Applicant Signature: _____ Date: _____

Print Name: _____

Description of Project Narrative

The narrative is your opportunity to describe, promote and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project. What is being proposed?
- What are the reasons/purposes for the proposed Zone Change?
- What has changed to warrant the Zone Change?
 - How is the request consistent with City of Elk River Comprehensive Plan?
 - How compatible is it with surrounding properties?
 - What are the benefits to the City?